

# NIH POSTBAC HANDBOOK





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Office of Intramural Training & Education • 2 Center Drive • Building 2, Second Floor • Bethesda, MD 20892-0240 • 301 496 2427

Dear NIH Postbac:

This is an exciting time to be a biomedical researcher. Molecular biology and genetics are providing novel insights into human disease, and new technologies are enhancing our ability to understand the complex interplay between genes and environment. We recognize the importance of interdisciplinary research teams and are harnessing the powers of biology, chemistry, physics, computer science, bioinformatics, and the social/behavioral sciences to improve human health globally. Research from bench to bedside - and back again - will be an increasing reality during your scientific career.

Your postbac experience is the start of your professional career. Over the years, you will be expected to think and act with increasing independence. Even at this early stage, while senior investigators in your lab may provide some guidance, you will be expected to take responsibility for many things. For example, you will be expected to set your own schedule, actively seek learning opportunities, design and interpret your own experiments, and present your results in informal and formal settings. You may be learning a new field, new jargon, new technologies, and even a new work culture. At the same time you must make important decisions about your future, and some of you will navigate the academic application and interview process while juggling full-time research. To do all of this successfully, and to make the most of your time at NIH, we encourage you to take advantage of the many resources we provide to help you build a strong foundation for your scientific career.

The Office of Intramural Training & Education (OITE) supports the postbac community at NIH. We are here to facilitate all aspects of your training – from helping you get settled to helping you complete a successful NIH experience to sending you off on your next educational adventure. We have created this handbook as a single source of information to help you make the most of your scientific and professional opportunities. We hope that you find it easy to navigate and its content useful. We are happy to answer your questions, advise you of resources available to the NIH community, and link you to postbacs and other trainees at NIH. We hope you will participate in many scientific, academic, and professional development activities at the NIH; the research, interpersonal, and professional skills you develop here will be the foundation for your future career success.

Once again, welcome to the NIH. We hope you will become a vital contributor to the NIH community and that you will leave your personal mark on your group and the institution. We look forward to meeting you, discussing your scientific interests, and working with you as you develop the skills needed to become a leader in the biomedical research community.

Sincerely,

/Sharon L. Milgram/  
Sharon L. Milgram, PhD  
Director, OITE

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# SECTION I: INTRODUCTION

## WHAT IS A POSTBAC ANYWAY?

We are including under the term “postbac” individuals who have recently completed a bachelor’s (or in some cases a master’s) degree and are spending a year (or possibly two) in the NIH Intramural Research Program (IRP), i.e., at the NIH, conducting biomedical research while applying to graduate or professional school. Individuals participating in either the Postbaccalaureate Intramural Research Training Award (IRTA) program or the Cancer Research Training Award (CRTA) program in the National Cancer Institute meet these criteria. Individuals who received support from the Undergraduate Scholarship Program (UGSP) during their college years, have received their bachelor’s degrees, and are completing their payback obligations by conducting biomedical research in the NIH IRP are also considered postbacs for the purposes of this handbook.

Regardless of what you are called, you all have in common the (relatively) recent completion of a bachelor’s or master’s degree, a commitment to a short-term biomedical research experience in the NIH IRP, and the opportunity to be a contributing member of the scientific community at the NIH.

This is your chance to see what it feels like to be a scientific researcher. You will be working on your project full-time (or more than full-time). Your PI will be depending on you and your results, often to the same extent that they depend on the graduate students and postdocs in the research group.

I

OITE

NIH



# THE OFFICE OF INTRAMURAL TRAINING & EDUCATION

The Office of Intramural Training and Education (OITE) works jointly with NIH Institutes and Centers (ICs) to ensure a rewarding experience in the NIH Intramural Research Program. OITE supports trainee commitment to research while providing training in relevant career development activities. OITE staff are also available to support trainee mental health and wellbeing and to help resolve any problems that might arise during your time at NIH.

The OITE website describes many of the [postbaccalaureate programs](#) available and tips for getting off to a good start.

OITE, located on the second floor of Building 2 on the main NIH campus in Bethesda, is open Monday-Friday, 8 a.m. to 5 p.m. OITE invites trainees to schedule virtual or in-person meetings to discuss any issues. Please [email OITE](#) to schedule a meeting.

## POSTBAC ORIENTATION: GETTING WHAT YOU CAME FOR

All new postbacs are strongly encouraged to attend postbac orientation sessions, which are scheduled throughout the year. Check the [OITE website](#) or ask your IC training office for information on date, time, and location. Plan also to attend any orientation events in your IC and get to know the training director there.

## OITE YOUTUBE CHANNEL

Check out the [OITE YouTube Channel](#), which contains videos and other training materials designed to help with your professional development. New materials are added all the time. Videos include information about NIH intramural research programs; mental health and well-being; personal and professional development; graduate and professional school preparation; leadership and mentorship; and career advancement and exploration.

## OITE CAREER SERVICES CENTER

The OITE Career Services Center serves all trainees in the NIH intramural community and provides trainees with resources and information about the many jobs and career paths available, both at and away from “the bench.” OITE career counselors and educational advisors run workshops, lead small group discussions, and schedule individual appointments open to all trainees. These activities assist trainees in self-assessment, career exploration, educational applications, goal setting, and finding positions.

OITE Staff include:

- Career counselors, who can assist you with analyzing your strengths, weaknesses, and values; help you write resumes and CVs; provide information on career options; and coach you through the job search process
- Counselors and wellness advisors who can aid in developing a more assertive presence, dealing with interpersonal conflicts that might arise in your research group, managing time and/or stress, and handling more personal issues
- Pre-professional and pre-graduate advisors, who can talk with you about the decision to go to graduate or professional (e.g. medical) school, choosing schools and programs, strategies for taking the MCAT, filling in gaps in your credentials, writing personal statements, and preparing for interviews.

Appointments with OITE career counselors and educational advisors can be scheduled on the [OITE website](#). Contact your pre-grad advisor directly to schedule a meeting. Appointments with wellness advisors can be scheduled by [email](#). All appointments can be made for in-person or virtual meetings.

Efforts of the Career Services Center staff are supplemented by the OITE Career Library, which is housed on the second floor of Building 2 in Bethesda. The OITE Career Library is a “branch” of the NIH Library. To search the OITE Career Library collection online, go to the [NIH Library website](#) and choose “Online Catalog” under the “Resources” tab.



Career Libraries are also located in Baltimore in the Biomedical Research Center (BRC), Room 04B409B for NIA and Room 2A641 for NIDA, and in Frederick in the Science Library, Building 549. The NIEHS campus library is located on the Research Triangle Campus in Building 101 and offers virtual resources available on the NIEHS Intranet. NIAID also houses a library at Rocky Mountain Labs in Room A313 of the quad building.

## PRE-MED AND PRE-GRAD RESOURCES

While conducting high-level research at NIH, many postbacs apply to graduate or professional (medical/dental/veterinary/nursing/pharmacy) school. OITE offers resources to facilitate this process. Check the [OITE events page](#) for new seminars and the [OITE YouTube page](#) for recordings of past events.

In addition to seminars, OITE pre-professional and pre-graduate advisors can talk with you about deciding where to apply, crafting your application, writing a personal statement, preparing for the MCAT, and interviewing. The OITE Career Services Center includes [pre-grad](#) and [pre-med](#) information and resources, including application requirements, timelines, and best practices.

## OITE CAREERS BLOG

The [OITE Careers Blog](#) was established to:

- Increase awareness of OITE services among trainees
- Respond to frequently asked questions and offer guidance related to the career planning and job search process
- Share new and updated career information and resources with all NIH trainees

Visit the [Careers Blog page](#) and click on the SUBSCRIBE button to receive a weekly blog post.

## WHO'S WHO IN OITE?

OITE encompasses several biomedical research training programs, including: the Postbaccalaureate and Summer Research Program, the Graduate Partnerships Program, and the Office of Postdoctoral Services.

The [OITE Contact page](#) provides contact information for inquiring about specific training programs.

The [OITE Staff Directory](#) provides current contact information for specific staff members.

# WHAT IS NIH?

## NIH OVERVIEW

Founded in 1887, the National Institutes of Health (NIH) is one of the world's foremost medical research centers and the federal focal point for medical research in the United States. NIH is the steward of medical and behavioral research for the nation. Its mission is to seek fundamental knowledge about the nature and behavior of living systems and to apply that knowledge to enhance health, lengthen life, and reduce illness and disability.

The goals of NIH are to:

- Foster fundamental creative discoveries, innovative research strategies, and their applications as a basis for ultimately protecting and improving health
- Develop, maintain, and renew scientific human and physical resources that will assure the nation's capability to prevent disease
- Expand the knowledge base in medical and associated sciences to enhance the nation's economic wellbeing and ensure a continued high return on public investment in research
- Exemplify and promote the highest level of scientific integrity, public accountability, and social responsibility in the conduct of science.

In realizing these goals, NIH provides leadership and direction to programs designed to improve the health of the nation by conducting and supporting research in:

- Causes, diagnosis, prevention, and cure of human diseases
- Processes of human growth and development
- Biological effects of environmental contaminants
- Understanding mental, addictive, and physical disorders
- Programs for the collection, dissemination, and exchange of information in medicine and health, including the development and support of medical libraries and the training of medical librarians and other health information specialists

## NIH INSTITUTES AND CENTERS

NIH is one of the 12 agencies of the U.S. Department of Health and Human Services (HHS), along with the Food and Drug Administration (FDA), the Centers for Disease Control and Prevention (CDC), and the Centers for Medicare and Medicaid Services (CMS). NIH comprises 27 separate Institutes and Centers (ICs) and the Office of the Director (OD). Each IC has its own mission of supporting biomedical research and training, in the intramural (at NIH or an NIH campus) and/or extramural (at universities and research institutes worldwide) communities. All but three ICs receive funding directly from Congress and administer their own budgets. The 27 ICs are listed below. Those shown in bold type participate in the Intramural Research Program.

**CC**—NIH Clinical Center

**CIT**—Center for Information Technology

CSR—Center for Scientific Review

FIC—John E. Fogarty International Center

**NCATS**—National Center for Advancing Translational Sciences

**NCCIH**—National Center for Complementary and Integrative Health

**NCI**—National Cancer Institute

**NEI**—National Eye Institute

**NHGRI**—National Human Genome Research Institute

**NHLBI**—National Heart, Lung, and Blood Institute

**NIA**—National Institute on Aging

**NIAAA**—National Institute on Alcohol Abuse and Alcoholism

**NIAID**—National Institute of Allergy and Infectious Diseases

**NIAMS**—National Institute of Arthritis and Musculoskeletal and Skin Diseases

**NIBIB**—National Institute of Biomedical Imaging and Bioengineering

**NICHD**—Eunice Kennedy Shriver National Institute of Child Health and Human Development

**NIDA**—National Institute on Drug Abuse

**NIDCD**—National Institute on Deafness and Other Communication Disorders

**NIDCR**—National Institute of Dental and Craniofacial Research

**NIDDK**—National Institute of Diabetes and Digestive and Kidney Diseases

**NIEHS**—National Institute of Environmental Health Sciences

**NIGMS**—National Institute of General Medical Sciences

**NIMH**—National Institute of Mental Health

**NIMHD**—National Institute on Minority Health and Health Disparities

**NINDS**—National Institute of Neurological Disorders and Stroke

**NINR**—National Institute of Nursing Research

**NLM**—National Library of Medicine

**OD**—Office of the Director

## ACRONYMS

Here is a list of other acronyms commonly used at NIH:

**ACUC**—Animal Care and Use Committee

**AO**—Administrative Officer

**CAN**—Common Accounting Number

**CCSEP**—Community College Summer Enrichment Program

**CIT**—Center for Information Technology

**CRTA**—Cancer Research Training Award

**C-SOAR**—College Summer Opportunity to Advance Research

**CV**—Curriculum Vitae

**DDIR**—Deputy Director for Intramural Research

**EAP**—Employee Assistance Program

**EDI**—Office of Equity, Diversity, and Inclusion

**EEO**—Equal Employment Opportunity

**FAES**—Foundation for Advanced Education in the Sciences

**FNIH**—Foundation for NIH

**FTE**—Full-Time Equivalent

**FY**—Fiscal Year

**GDSSP**—Graduate Data Science Summer Program

**GPP**—Graduate Partnerships Program

**G-SOAR**—Graduate Summer Opportunity to Advance Research

**HHS**—Department of Health and Human Services

**HiSTEP**—High School Scientific Training & Enrichment Program

**IC**—Institute/Center

**IRP**—Intramural Research Program

**IRTA**—Intramural Research Training Award

**NED**—NIH Enterprise Directory

**NRC**—National Research Council

**NSF**—National Science Foundation

**OHHRM**—Office of Human Resources Management

**OHSR**—Office of Human Subjects Research

**OIR**—Office of Intramural Research, OD, NIH

**OITE**—Office of Intramural Training & Education

**OITE-PEP**—OITE Postbac Enrichment Program

**OMS**—Occupational Medical Service

**OPM**—Office of Personnel Management

**ORF**—Office of Research Facilities

**ORS**—Office of Research Services

**ORWH**—Office of Research on Women's Health

**PI**—Principal Investigator

**PIV**—Personal Identity Verification

**SD**—Scientific Director

**SEEP**—Student Educational Employment Program

**SIP**—Summer Internship Program

**TSP**—Thrift Savings Plan

**UGSP**—Undergraduate Scholarship Program

**VF**—Visiting Fellow

**WALS**—Wednesday Afternoon Lecture Series

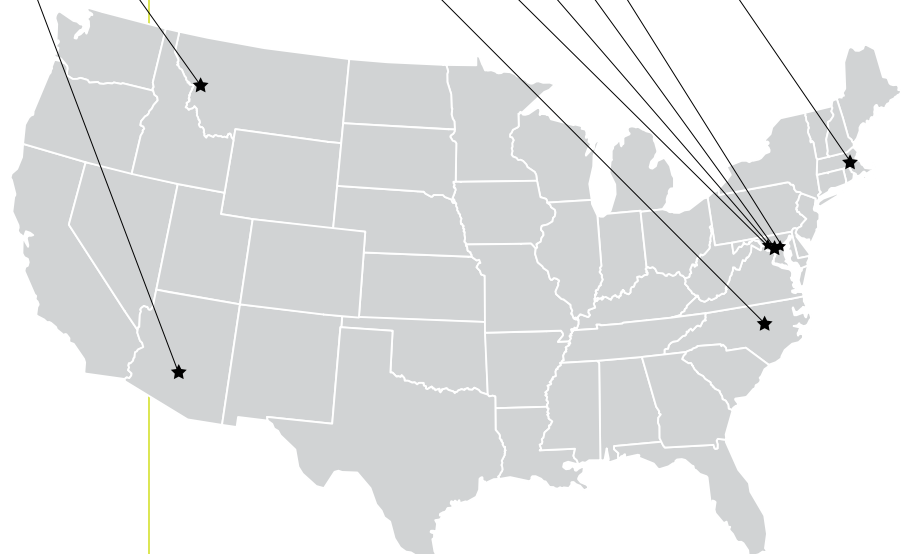
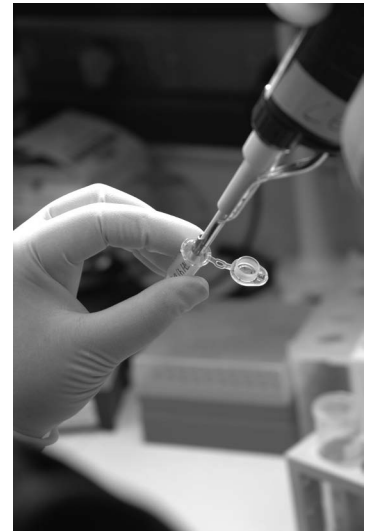
See also the NIH comprehensive list of [acronyms and abbreviations](#)

## NIH CAMPUSES

The main NIH campus is in Bethesda, Maryland, 10 miles from the center of Washington, DC. Important offices located on the Bethesda campus include the Office of the Director, the Office of Intramural Research, and the Office of Intramural Training & Education, which oversees NIH-wide training. Many research facilities, offices, and institutional resources are spread across more than 300 acres, in over 75 buildings, on the Bethesda campus.

Many NIH scientists conduct research in laboratories located on the main campus in Bethesda, but others work on NIH campuses across the country. Other NIH facilities where students may train include:

- Framingham Heart Study of NHLBI in Framingham, MA
- NIA and NIDA in the Biomedical Research Center, in Baltimore, MD
- Twinbrook Cluster, Executive Plaza, and Shady Grove in Rockville, MD, less than eight miles from the NIH Bethesda campus
- NCI Frederick, National Laboratory for Cancer Research in Frederick, MD
- NIH Animal Center in Poolesville, MD
- NIEHS facility in Research Triangle Park, NC
- NIAID Rocky Mountain Laboratories in Hamilton, MT
- NIDDK Phoenix Epidemiology and Clinical Research Branch in Phoenix, AZ



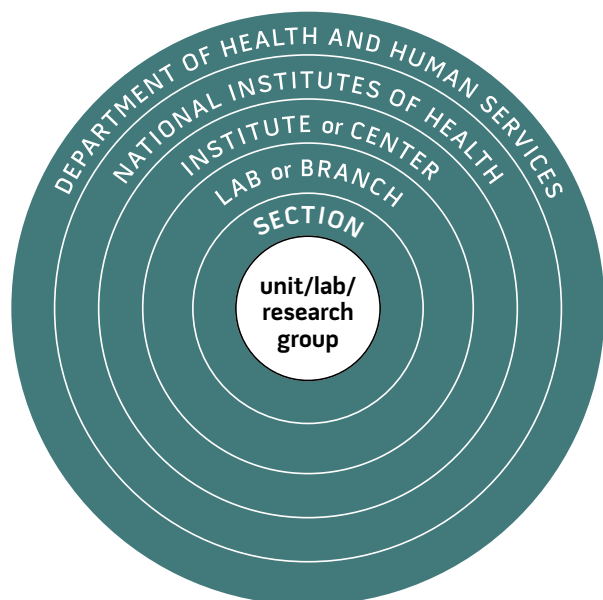


## UNDERSTANDING INSTITUTE/CENTER ORGANIZATION AND ADMINISTRATION

NIH consists of Institutes and Centers (ICs), like the schools/colleges found in many academic institutions. All NIH principal investigators (PIs) have a primary appointment in one IC; this IC provides research and office space, funding, and administrative support for the research group and is the “intellectual home” for all personnel there. Like faculty at universities, NIH PIs can have joint appointments in other ICs. Mechanisms to facilitate interaction across ICs have been formalized so that scientists and clinicians with common interests can easily interact and collaborate.

IC intramural research programs are organized as follows:

- Individual tenured or tenure-track PIs head their own **units/labs/research groups**, which include trainees, technicians, staff scientists, and administrative support personnel.
- Multiple units form a **section**, which is headed by a section chief.
- A **lab or branch**, headed by a lab or branch chief, consists of two or more sections and possibly one or more additional units. Large labs and branches may include 10 to 12 PIs, but in general, a lab or branch consists of four to eight PIs. Originally, branches had at least one clinical investigator, while labs housed basic scientists only; this distinction has somewhat fallen by the wayside.



Upon joining a lab/group, you become a member of your PI's IC, with access to the scientific resources, including core facilities, scientific seminars, retreats, and professional development activities organized by the IC. IC administrators handle many day-to-day details including ID badge procurement, building access, travel, computer support, and email so it is important to meet these individuals as soon as possible.

Some key IC personnel are listed below:

**Scientific Director:** The scientific director (SD) heads each IC's Intramural Research Program; the deputy scientific director(s), branch chiefs, and lab chiefs typically work closely with the SD to develop and maintain a strong research environment in the IC. The SD, deputy SDs, branch chiefs, and lab chiefs are senior scientists who can provide information about the IC and about science in general. Although they will be very busy, try to meet these individuals at IC seminars, retreats, and training meetings.

**Training Director:** The training director is responsible for organizing programs and providing additional mentoring for trainees in an IC. Not all ICs have full-time training directors, but most have one or more individuals who coordinate specific programs and activities for trainees. Try to meet the training staff in your IC and to learn about opportunities open to trainees, such as workshops and trainee retreats. OITE maintains an up-to-date [list of training directors](#).

**Administrative Officer:** An administrative officer (AO) supports and coordinates many functions related to the overall IC operation, including finances, budgets, procurement, human resources, trainee support, space, facilities management, and travel. When joining a research group, you will be assigned an AO in your IC who can provide information on funding and many other issues that may arise, including renewal of awards, health insurance, and travel. It is important to build a good relationship with the AOs in your IC; visit them “early and often” and respect the many responsibilities they manage.

**Travel Planner:** The travel planner works under an AO to help personnel with the paperwork required for work-related travel, including travel to scientific meetings, IC retreats, and other work-related events. The title will vary from IC to IC, but will be some version of program assistant, program manager, or administrative assistant. Ask your PI/group mentor to introduce you to the group travel planner well in advance of any scheduled travel, as government travel rules are complex, and any travel requires considerable advance preparation.

## WHO CONDUCTS RESEARCH AT NIH?

Labs/research groups at NIH vary greatly in size. A small group may have only a half dozen staff members, while a large group may include 30.

Your group may include some or all the following:

**Principal Investigators:** Principal investigators (PIs) hold doctoral degrees. PIs run their own labs/groups and have the authority to hire scientists working in their group. About 1,100 PIs work in the NIH intramural research program.

**Staff Scientists:** Staff scientists generally hold a doctoral degree, work with a PI or as core directors, and often supervise and mentor trainees.

**Clinical Fellows:** NIH hosts approximately 300 clinical fellows at any one time to provide clinical services and to conduct research.

**Postdoctoral Fellows:** Approximately 2,800 scientists who have recently received a doctoral degree are continuing their research training at NIH.

**Graduate Students:** NIH hosts more than 400 graduate students each year. They complete their coursework at and receive their degrees from their university and conduct all or part of their dissertation research at NIH.

**Medical/Dental Students:** Medical/dental students conduct research or complete clinical electives at NIH.

**Postbaccalaureate (Postbac) Trainees:** This group includes you! The NIH intramural research program typically hosts approximately 1,700 postbacs.

**Summer Interns:** Each summer, more than 1,200 high school, college, graduate, and professional students spend eight to 10 weeks working in intramural research groups.



# UPON YOUR ARRIVAL

Upon arrival at NIH (or even before) trainees need to complete certain onboarding tasks and procedures to gain access to the campus, buildings, and computer networks and to learn how to navigate NIH and surrounding communities.

## NIH ID BADGES

NIH administrative staff will assign you a unique ID number issued by the Department of Health and Human Services (HHS) that allows you to obtain an NIH email account and ID badge. Once an HHS ID number is issued, trainees can start the process of obtaining an NIH ID badge, also known as a Personal Identity Verification (PIV) card. All NIH employees and trainees are required to have an NIH ID badge, which is needed to enter the NIH main campus and/or buildings on NIH satellite campuses, to log on to an NIH computer or computer network, and to set up an email account.

Trainees must undergo a security investigation that includes fingerprinting prior to issuance of their NIH ID badges. The **Division of Personnel Security and Access Control (DPSAC)** is responsible for conducting security investigations and fingerprinting, issuing badges, and managing campus access. You should receive an email from DPSAC with instructions for receiving a badge, once you are issued an HHS ID number. For information or questions about any step in the process, including badge status, visit the **DPSAC webpage**, which includes contact information for the NIH Bethesda campus as well as off-campus local facilities.

To complete any NIH online training courses, you will need to know your NIH/HHS ID number, which is printed on the back of your NIH ID badge. You can obtain this number from your AO before receiving an ID badge.

Trainees who will work at other campuses must obtain an ID badge from those campuses directly. Please contact your AO or the NIH researcher with whom you will be working for specific details.

## SETTING UP YOUR COMPUTER, EMAIL, AND LISTERVS

### COMPUTER AND WORKSTATION

To access the NIH network, trainees must first complete the **information security and information management training**. After logging in, enter your NIH/HHS ID number, which is located on the back of your NIH ID badge (the “personal identifier” is your ID number). Follow the prompts to launch “Information Security Awareness for New Hires.” New trainees may also be required to complete “Information Management for New Hires.” Your account will be automatically updated to reflect completion of training.

IT staff will likely help with logging on to your computer for the first time. After completing the security training, if you need a user ID and password, call the NIH IT Help Desk at 301-496-4357.

To set up a VPN, which ensures encrypted communication between remote NIH users and NIH computers, and allows remote access to the NIH network, PI approval is needed. You will also need to complete “Secure Remote Computing” which can be accessed through the **NIH Information Security and Information Management Training Portal**.

The NIH Help Desk can help with any problems related to your computer, VPN, email, NIH licensed software, or other technologies. To request assistance, call 301-496-HELP (301-496-4357 or 301-496-8294, TTY) or fill out an **online form**.

### NIH EMAIL ACCOUNTS

Once your NIH appointment has been finalized, your AO will request an NIH email account for you. (NIH supports Outlook on both NIH-owned PCs and Macs). There are many options for accessing this account, including via the web (<https://cloudmail.nih.gov>), but all require a PIV card. Check the **NIH Login Page** for help accessing your email account.

## LISTSERVS

The Office of Intramural Training & Education (OITE) hosts listservs for each level of trainee: OITE-POSTDOCS, OITE-GRADS, OITE-POSTBACS, and OITE-SIP, which post official notices to all postdocs, graduate students, postbacs, and summer interns at NIH, respectively. If you are not receiving messages from an OITE listserv, arrange to have your name added so that you do not miss out on career development and scientific opportunities. Visit the [Listserv page](#) on the OITE website to be added to the appropriate list. Fellow-run listservs specific to postbacs will be described in more detail in a later section of this handbook.

There are many other NIH listservs to connect individuals with similar interests. You can search the listservs available to NIH fellows and employees on the [NIH Listserv page](#).

## TRANSPORTATION AND PARKING

You can commute to NIH in several ways, including walking, biking, driving in a car, a carpool or vanpool, or using a shuttle service or other mode of public transportation. The [NIH Division of Amenities and Transportation Services](#) provides information on obtaining a parking permit, receiving a public transportation subsidy, and accessing other modes of transportation.

### TRANSHARE

[Transhare](#) is a federal system designed to increase the use of public transportation by providing commuter subsidies to qualified individuals who live in the National Capital Region and agree to use mass transport to NIH.

### PARKING

To obtain a permanent parking permit for the NIH Bethesda Campus, all vehicles must be registered through the Employee Transportation Services Office (ETSO).

For more information, check the [NIH Parking Office webpage](#), or contact the office by email at [nihparkingoffice@nih.gov](mailto:nihparkingoffice@nih.gov) or call 301-496-5050.

Please note that trainees enrolled in Transhare are ineligible to receive a parking permit, and vice versa. Transhare participants are allowed six temporary parking passes per calendar quarter, which can be used on days when driving to NIH is a necessity. Temporary parking passes can be printed by logging into the CAPS system [through NIH Parking Website](#).

Off-campus employee parking permits are issued through [NIH Parking Website](#) to trainees who work at sites other than the main campus in Bethesda. This permit is the equivalent of a General Parking Permit and will allow you to park on the Bethesda campus when you visit.

Permits for Employees with Disabilities are issued to individuals who have any of the other types of permits and who also have provided adequate documentation to establish a physical disability of sufficient severity to warrant priority parking. If you need this type of permit, take your documentation to Occupational Medical Service (OMS), Building 10, Room 6C306. OMS reviews requests and determines suitability for either a permanent or temporary disability permit. OMS notifies the Employee Transportation Services Office of its decisions, generally daily.

## SHUTTLES

The NIH runs several [shuttle lines](#). Postbacs can ride any NIH employee shuttle. The Division of Amenities and Transportation Services (DATS) provides information on main campus [shuttle routes and schedules](#) and [real time updates](#) on shuttle arrivals.

## BICYCLING

DATS also provides information for those interested in [bicycling to NIH](#).

## GETTING A DRIVER'S LICENSE

Most states require new residents to apply for a driver's license within a certain time period. New residents to Maryland must obtain a [Maryland driver's license](#) within 60 days of moving to the state. New Virginia residents also have 60 days to get a [Virginia driver's license](#). New Washington DC residents have only 30 days after arrival to obtain a [DC driver's license](#).

For postbacs moving to other locations, check your state's motor vehicle administration for information on obtaining a driver's license before or shortly after moving.

## FAES HEALTH INSURANCE PROGRAMS

FAES offers [health insurance](#) to all NIH fellows through an [Aetna Signature Administrators \(ASA\) Preferred Provider Organization \(PPO\) policy](#). Individuals carrying the insurance can select their own physicians and generally will not need a referral to visit a specialist. However, costs are lower for physicians who participate in the preferred provider network. Check the list of Aetna preferred providers when selecting a doctor. FAES plan participants can also access [Talkspace](#), which provides online counseling, medication services, and relationship support. A voluntary dental and vision insurance policy offered by MetLife is also available to trainees at no additional cost.

All NIH trainees must carry health insurance. You may continue a policy you already have or enroll in the program offered by FAES. If you elect FAES health insurance, you have 30 days from the date of NIH start date to sign up.



Health insurance coverage will begin once the required paperwork is completed and submitted to FAES. The FAES office is in Building 10 (south side), Room 1N241. Once enrolled, you should receive an insurance card and a description of your coverage from Aetna. You will also receive access to the portal to access plan information, search for providers, and file claims.

**IMPORTANT NOTE:** Health insurance and dental insurance must both be renewed annually. Trainees are responsible for filing the appropriate renewal paperwork. Health insurance expires one year from the enrollment date; dental and vision insurance are renewed with the health insurance.

ICs cover the cost of individual or family coverage for trainees who select FAES health insurance. If covered by another insurance policy, you may be eligible for reimbursement of expenditures up to the cost of FAES health insurance. For information on how to receive reimbursement for alternative health insurance please **contact FAES**.

The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) provides an option to temporary continuation of health coverage at group rates. At the end of your appointment, you may be eligible for continued health insurance coverage under COBRA. When your appointment ends, FAES will automatically send information on obtaining COBRA coverage to the forwarding address on file. If you are interested in exploring this option or have other insurance related questions, please contact the FAES office.

## PREPLACEMENT MEDICAL EVALUATION

Trainees are required to complete a preplacement medical evaluation **before beginning laboratory work ONLY** if they will be working:

- In Building 10 (all areas)
- With human blood, body fluids, or tissues
- With human pathogens
- With patients (patient contact or work in patient care areas)
- With hazardous chemicals (select carcinogens, reproductive toxins, or acutely toxic chemicals)
- With live vertebrate animals

Preplacement medical evaluations are provided by Occupational Medical Service (OMS). Appointments for these 20-minute evaluations must be made in advance; walk-ins will not be accommodated. If possible, schedule your evaluation well in advance of your anticipated start date by calling 301-496-4411.

If you will breathe the same air as nonhuman primates, please mention this to OMS prior to your evaluation; they may need to conduct additional tests.

**IMPORTANT:** You must bring a Documentation of Immunizations form completed by your personal health care provider to your OMS appointment.

## REQUIRED ONLINE TRAINING COURSES FOR SCIENTISTS

All scientific staff must complete several required training courses upon arrival at NIH. The courses listed below should be completed very soon after starting your research at NIH, even if you completed similar courses in the past. Always keep a printed record of completion of these courses and check with your AO to see if a copy is needed for your file.

- **Responsible Conduct of Research**
- **Technology Transfer**
- **Ethics Training**
- **NIH Computer Security Awareness**
- **Prevention of Sexual Harassment**
- **Information Security and Management**
- Your Rights and Responsibilities (check [OITE events page](#) for upcoming sessions)

Also check with your IC Training Office and complete any additional training they may require.

## LABORATORY SAFETY

NIH is responsible for the promotion of safe work practices for all who work in NIH research facilities. The Division of Occupational Health and Safety offers several required laboratory safety courses that trainees must complete.

The [Division of Occupational Health and Safety webpage](#) contains information on registering for all online and in-person courses listed below.

### Introduction to Laboratory Safety

This online introductory course is **mandatory for all new laboratory research trainees**. It must be completed prior to working in an NIH lab or enrolling in any other courses. The course introduces laboratory personnel to common hazards and exposure risks, including chemical, radiological, and biological hazards that are found in NIH research laboratories. It provides instruction on how to prevent exposure to these hazards and procedures for emergency response. The course also covers NIH waste-handling procedures as well as methods to ensure the research laboratory is free from common physical hazards.

## BLOODBORNE PATHOGEN TRAINING

### Working Safely with HIV and Other Bloodborne Pathogens for Non-Hospital Personnel

This online course is for all individuals working with blood-borne pathogens. Attendance at this program is mandatory for research personnel who work with or who may be exposed to:

- Human blood, body fluids, and/or tissues
- Human or nonhuman primate retroviruses
- Hepatitis B and C viruses
- Other bloodborne pathogens
- Animals or their housing.

This training is required BEFORE working with bloodborne pathogens. Refresher courses are available.

## RADIATION SAFETY

### Radiation Safety in the Lab Course

Trainees who will handle radioactive materials must complete the Radiation Safety in the Lab (RSL) course. You can register for this course at the [Division of Radiation Safety portal](#).

### Radiation Safety Orientation

Trainees who have registered for RSL but who need to begin working with isotopes before they can complete that course should complete the Radiation Safety Orientation online training module. For information on this course, contact the [Radiation Safety Training Office](#).

## ANIMAL CARE AND USE

The Office of Animal Care and Use (OACU) offers a variety of training courses for NIH intramural personnel who work with animals. These courses are free to participants and fulfill Federal training requirements for working with animals. Depending on what species you will be working with, different courses are required. You may [register online](#).

### USING ANIMALS IN INTRAMURAL RESEARCH: GUIDELINES FOR ANIMAL USERS

Trainees who will be working with animals must complete Guidelines for Animal Users before beginning their work. It describes proper care and use of animals in a research laboratory. Check the [NIH OACU Training Website](#) to access the online course. There also is a specific course for working with rodents.

### WORKING SAFELY WITH NONHUMAN PRIMATES

This course is required for all trainees who will be working with nonhuman primates (NHP). Trainees will learn about the normal behavior of NHP to help prevent injury and exposure to pathogens, such as herpes B virus, that are transmissible to humans. Further information on this course can be accessed on the [OACU website](#).



# SECURITY INFORMATION

## SECURITY

The NIH depends on **Security and Emergency Response** to provide a safe and secure environment for its people and operations. Security and Emergency Response comprises five divisions: Police, Fire/Rescue Services, Fire Marshall, Physical Security Management, and Emergency Preparedness and Coordination.

### EMERGENCY PHONE NUMBERS

To report a crime in progress and/or life-threatening situations, personal injury, traffic accident, or suspicious activities from an NIH phone:

- **Dial 911** to reach authorities on the NIH campus from an NIH campus landline
- **Dial 301-496-9911** to reach authorities on the NIH Campus from a cell phone
- **Dial 9-911** to reach authorities outside the NIH campus, from an NIH landline
- **Dial 911** to reach authorities outside of NIH from a cell phone

To report a criminal act, such as a theft of personal property that has already occurred or to report a non-injury accident, call **301-496-5685**.

## ALERTNIH

**AlertNIH** broadcasts messages to all NIH employees or selected audiences more efficiently than mass communication methods already in place. Alerts can be received as voice or text messages. For more information, visit the [AlertNIH webpage](#).

### STATUS ALERTS: SNOW AND WEATHER EMERGENCIES

Accurate information on current government operating status in the DC Metro area, including early dismissal or weather closings, can be found at the [Office of Personnel Management website](#).

# SECTION II: SUCCEEDING AT THE NIH

II







# ENSURING A SUCCESSFUL RESEARCH EXPERIENCE

While working at NIH you will likely learn new techniques, master new experimental systems, and develop independence as a researcher. This time also provides an opportunity to acquire the professional skills to succeed in your career, whether that career is spent in research, the clinic, or follows a different path. This section offers suggestions about preparing for your next career moves.

## INDIVIDUAL DEVELOPMENT PLAN

After arriving at NIH, consider meeting with your supervisor to discuss your career goals and how to achieve them through an Individual Development Plan (IDP), a powerful career-planning tool. After meeting, draft a document that outlines your plan and confirm that you and your supervisor agree on it. (*Science Careers* has developed a [model IDP](#) that can help with your planning.) Revisit your IDP with your supervisor once or twice a year to revise it as necessary and confirm that you are making progress towards your goals.

## GETTING SETTLED IN YOUR NEW RESEARCH GROUP

As you settle in at NIH, you will start to fit in with your new research group, figure out how things are done, and start to develop productive and positive relationships with co-workers. Each research unit has its own ways of doing things and you will likely discover the unwritten “rules” for your group. Is there a dress code? What hours do most people work? Is there a group standard for maintaining notebooks? Are reagents shared? You can learn some things by being a careful observer; for others, you will have to ask someone directly. Write down all directions and ask questions about anything you don’t understand.

## MENTORS

Mentors can assist with learning the unwritten rules of the scientific enterprise and help with networking by introducing you to colleagues and facilitating collaboration. They can also guide you through the decisions that will affect your career path. Your PI can serve as a mentor, but also consider engaging additional senior scientists, including senior members of your research group or other research units, as mentors. You cannot have too many mentors!

## IF PROBLEMS ARISE

Where there are people, there can be conflict. Minor conflicts and tensions among members of your research group can serve as opportunities to improve interpersonal skills. However, if more serious or complicated situations arise, NIH offers resources that can help.

If you experience conflict with someone in your group, speak with this person directly. If that does not resolve the issue, speak with your PI. If you are not comfortable going to your PI, or if the situation is not easily resolved, feel free to contact [Sharon Milgram](#) or [Lori Conlan](#) in OITE to confidentially discuss any issues and navigate a course of action.

Contact your IC training director, or [Sharon Milgram](#) or [Lori Conlan](#) in OITE right away for any issues that involve possible scientific misconduct, harassment of any type, or safety concerns. Other campus resources are available such as the [Employee Assistance Program](#) and the [Office of the Ombudsman](#).



# CAREER DEVELOPMENT OPPORTUNITIES

OITE offers trainees myriad career and professional development activities and programs and encourages trainees to take advantage of these opportunities to master the technical, communication, problem solving, and interpersonal skills that will serve you well after you leave NIH.

## OITE WORKSHOPS FOR POSTBACS

OITE develops and presents a variety of career and professional development workshops.

**Graduate and Professional School Preparation:** Much of what you need to know to get into graduate school or professional (e.g., medical, dental, veterinary, pharmacy) school and do well. These workshops are offered during the Fall and Spring.

**Career Development and Science Skills:** Sessions cover topics such as exploring careers, creating CVs and resumes, leadership skills for scientists, job search strategies, ethics in research, talking science, and creating and presenting posters.

**Becoming a Resilient Scientist Series:** This is a comprehensive workshop series designed to support scientists in cultivating resilience and well-being. Spanning 5 weeks in the fall, it covers topics such as wellness, self-talk (cognitive distortions and imposter fears), self-advocacy, feedback resilience, and managing mentoring relationships. For the schedule and more information, visit the [dedicated resource page for the series](#).

Upcoming workshops can be found on the OITE website under [Upcoming Events](#). Videos of past events can be found on the [OITE YouTube channel](#).

Past workshops include:

- **Graduate School: Preparation and Resources:** A series of workshops for trainees considering medical, dental, veterinary school and other professional programs.

- **Professional School: Preparation and Resources:** A series of workshops for trainees considering medical, dental, veterinary school and other professional programs.
- **Personal and Professional Development Resources.**
- **Becoming a Resilient Scientist Series:** A workshop series designed to identify attitudes and behaviors that can develop resilience while navigating difficult situations in school, work, and life.

## PERSONAL STATEMENT COURSE AND GROUP MOCK INTERVIEWS

### For Postbacs Applying to Graduate School:

*Personal Statement Writing Working Group:* OITE offers a fall working group dedicated to guiding postbacs through writing effective personal statements for graduate school applications.

*Group Mock Interviews:* OITE conducts group mock interviews in December specifically for postbacs applying to graduate school.

To register for these groups check for OITE-POSTBAC emails for registration updates and instructions. For more information visit the [Resources for Postbacs Preparing for Graduate Study](#) page or contact [Natasha Lugo Escobar](#).

### For Postbacs Applying to Medical School:

*Online Medical School Personal Statement Prep Course:* Each February, OITE offers an online course focused on crafting personal statements for medical school applications, including guidance on MD/PhD and Significant Research Experience essays.

*Group Mock Interviews:* OITE organizes group mock interviews from mid-August to October for NIH trainees interviewing for medical school.

To register for these groups, check for OITE-POSTBAC emails for registration updates and instructions. For additional information, visit the [OITE Pre-Medical Program](#) page or reach out to [Elena Hernandez-Ramon](#).

## ETHICS IN RESEARCH TRAINING FOR POSTBACS AND GRADUATE STUDENTS

NIH has created a course specifically for first-year postbacs and grad students to explore the principles of research ethics and ethics in action. This course is either required or strongly recommended by several NIH ICs; check with your training director for information about your IC's training requirements. For further information, check the [OITE website](#), or contact your IC's training director or [Andrea Naranjo Erazo](#).

## THE NIH ACADEMY ON HEALTH DISPARITIES

The [NIH Academy on Health Disparities](#) offers all NIH postbacs the opportunity to learn about health disparities, enhance their knowledge of gaps in health outcomes, and investigate efforts to address health disparity issues. The program accepts applications during August and runs from the end of September to the end of May.

## TRANSLATIONAL SCIENCE TRAINING PROGRAM

The Translational Science Training Program (TSTP) provides an opportunity for NIH Intramural Fellows to learn more about the bench-to-bedside process of the drug development. Check the [TSTP Postbac page](#) for more information.

## HEALTH COMMUNICATION AND POLICY WORKSHOP

OITE, in collaboration with the NIH Office of AIDS Research and the Sexual & Gender Minority Research Office offers an four-week online [Health Science Communications and Policy Workshop](#) for postbacs to learn more about how communication campaigns are used to influence public health and how policy and funding decisions are made. For more information, [contact Ulli Klenke](#).

## THE NIH POSTBAC COMMITTEE

The [NIH Postbac Committee](#) is a trainee led group that enhances the postbac experience, provides skill development, and focuses on social and community service events. If interested in joining, contact the [NIH Postbac Committee officers](#). The Postbac Committee organizes many of the activities described below.

**The Postbac Seminar Series:** Offers postbacs the opportunity to gain experience in scientific public speaking by presenting a seminar to their peers. Seminars are listed on the OITE website under "[Upcoming Events](#)." The OITE website provides more information on [presenting in the Postbac Seminar Series](#).

**Postbacc\_L:** Shares information on volunteer opportunities and activities organized by the Postbac Committee. Postbacs are automatically signed up for this listserv, but if you are not enrolled, [join POSTBAC\\_L here](#).

**Club-PCR:** A forum for social events, volunteering, learning, playing sports, and having fun. This is not an official NIH site; use a personal email to [join Club PCR](#).

## POSTBAC POSTER DAY

[Postbac Poster Day](#) provides postbacs the opportunity to share research from the past year while developing communication and networking skills. Postbac Poster Day is generally scheduled for late April or early May. Please [check the OITE website](#) in February for registration details. Information will also be posted on the OITE-POSTBACS listserv.

## GRADUATE AND PROFESSIONAL SCHOOL FAIR

The [NIH Graduate and Professional School Fair](#) provides an opportunity for NIH summer interns and postbacs, as well as other college students, to explore educational programs leading to a Ph.D., M.D., D.D.S., D.V.M., M.D./Ph.D., M.P.H., and other graduate and professional degrees. The day includes workshops on careers in public health, psychology, dentistry, and other disciplines; strategies for getting into graduate and professional school; M.D./Ph.D. programs; and interviewing for graduate or professional school.



# WELLNESS RESOURCES AT NIH

## GETTING SUPPORT WHEN YOU NEED IT

Life in a research group, and life in general, can be stressful and balancing work and personal life can be challenging. NIH provides many resources to help maintain a healthy life balance, learn stress management techniques, and make the most of challenging situations—at work and at home.

OITE invites fellows to discuss any work or personal issues or challenges. OITE staff can speak with you confidentially regarding conflicts within your research group, career options, career progression, and issues at home that are affecting your work. OITE will refer you to other NIH resources and, when appropriate, offer to help you speak with your PI or supervisor. Realize that any training experience will have its challenging moments—trainees who take advantage of all the resources available to them deal more effectively with these challenges. To chat with an OITE Wellness advisor email [oite-wellness@nih.gov](mailto:oite-wellness@nih.gov)

## OITE WELLNESS RESOURCES

OITE is committed to helping trainees in the Intramural Research Program deal with stress and focus on overall wellness. In addition to the activities listed below, links to videos, blog posts, and books on wellness in the OITE library can be found on the [OITE Wellness website](#).

## OITE WORKSHOPS

### Becoming a Resilient Scientist Series

Navigating new jobs, the career exploration process, and graduate/professional school applications can seem overwhelming and lead us to doubt ourselves just when we need confidence the most. This workshop will highlight the emotional intelligence competencies needed for success in research and healthcare careers. Check the [OITE website](#) for upcoming dates.

## MEDITATION AND DISCUSSION GROUPS

### Mindfulness Meditation Groups

Drop-in and/or virtual [meditation groups](#) support self-care and enhance wellbeing.

### Thriving Thursdays

Sessions cover specific aspects of physical, mental, emotional, and spiritual self-care, with weekly topics announced in advance. Check the [OITE Events page](#) for upcoming sessions.

### Resilience Discussion Groups

Resilience discussion groups, facilitated by a trained wellness counselor, offer a welcoming and confidential space to explore positive and proactive ways to build resilience. Check the [OITE Resilience page](#) for the week's scheduled topics.

## NIH SEMINAR SERIES: THE MENTAL HEALTH AND WELLBEING OF BIOMEDICAL RESEARCHERS

This seminar series aims to increase awareness and develop coping strategies and tools to support mental health and wellness. Seminars will address mental health issues each month through an opening webinar, small discussion groups and in-depth strategy development and skills practice. Check the [OITE Mental Health Seminar page](#) for schedule and more information.

## WELLNESS SUPPORT AND SKILL-BUILDING GROUPS

OITE offers six-week standing groups that offer a supportive space for trainees with similar needs, experiences and identities. OITE also offers several groups aimed at developing skills for emotional health and wellbeing. Visit the [OITE Wellness Skill Building page](#) for further information.

The **Research Group Transitions Support Group** supports trainees as they consider transitioning, look for new positions, and/or are integrating into a new research space. Visit the [OITE website](#) or contact [Jenn Wiggins](#) for more information.

The **Emotional Intelligence Skills Group** offers tools to build self-awareness, self-regulation, social awareness, and social skills.

The **Assertive Communications Skills Group** explores assertive communication by building assertive communication skills and reflecting on factors that might help or hinder assertiveness.

## NIH WELLNESS RESOURCES

### NIH CIVIL

Tel: 301-402-4845

Email: [CivilProgram@od.nih.gov](mailto:CivilProgram@od.nih.gov)

**NIH Civil** is a coordinated NIH resource to help protect staff against harassment and threatening behaviors. Call Civil for help assessing the seriousness of a threatening situation or if you need intervention from trained staff. You can also request a consultation if you experience any intimidating, harassing, threatening, or dangerous behaviors.

### NIH EMPLOYEE ASSISTANCE PROGRAM

Building 31, B2B57

Tel: 301-496-3164

The **NIH Employee Assistance Program (EAP)** is a confidential service available to NIH staff, trainees and their families. Contact EAP to discuss work or life concerns including life transitions, work-life balance, career progression, substance abuse, family dynamics, or any other issues that might affect your ability to succeed as a trainee. For immediate assistance call 301-496-3164 or send an [email](#) to set up an appointment.

### OCCUPATIONAL MEDICAL SERVICE

Building 10, 6C306

Tel: 301-496-4411

**Occupational Medical Services (OMS)** enhances the health and safety of the NIH workforce by providing work-related medical and counseling services. OMS conducts preplacement evaluations to review job duties, provides work-related immunizations, and provides clinical care for occupational injuries and illnesses.

## OFFICE OF EQUITY, DIVERSITY, AND INCLUSION

Tel: 301-496-6301

The **NIH Office of Equity, Diversity, and Inclusion (EDI)** fosters an atmosphere of inclusion via initiatives, training, policy developments, and research that celebrate and support equity and diversity across NIH. EDI provides training for employees and trainees on a wide range of topics, such as discrimination and the Equal Employment Opportunity complaint process. More information on current training topics can be found on the [EDI website](#).

## OFFICE OF THE OMBUDSMAN, CENTER FOR COOPERATIVE RESOLUTION

Building 31, Room 2B63

Tel: 301-594-7231

The **NIH Office of the Ombudsman, Center for Cooperative Resolution (CCR)** is a neutral, independent, and confidential resource providing assistance to NIH scientists, administrators, trainees, and support staff in addressing work-related issues such as, employee-supervisor conflict, racial and ethnic tensions, conflicts between peers, and authorship and other scientific disputes.

## NIH RECREATION & WELFARE ASSOCIATION

Tel: 301-496-6061

The **NIH Recreation & Welfare Association (R&W)** provides NIH trainees and employees with a variety of social, athletic, wellness, educational, and special interest activities. R&W publishes a monthly newsletter describing services on campus and offers planned excursions and discounted tickets to various activities and events. R&W runs the fitness centers and gift shops located throughout NIH campus in Bethesda. R&W membership is free, but preferred membership (\$9.00 per year) is required for fitness center access and discounted tickets.

If you are on the Frederick campus, check out the [R&W Club Frederick Facebook page](#).

## FITNESS CENTERS

**NIH fitness centers** are run by the NIH R&W. Services include weight rooms, aerobics, yoga classes, and personal trainers. Centers are in:

- **Building 31C, Room B4 C18**, 301-496-8746: temporarily closed for renovation
- **Building 53, Bethesda campus**
- **Rockledge II, Room 220B**
- **Baltimore, 251 Bayview Blvd., Room 3C011**; 410-558-8300, ext. 7002

Basic **membership rates** start at \$25 per month; all new memberships require a \$40 start-up fee.

## WHAT IF I NEED HELP?

Sometimes things happen: a parent passes away; you suspect a child is being abused; you have been abused; you want help stopping smoking; you are experiencing a mental health crisis. The [NIH Employee Assistance Program](#) is a good resource to help you decide how to handle these types of situations. You can also call 211, a national hotline, to get a list of helpful phone numbers that will connect you with state resources including 24-hour crisis hotlines, smoking cessation programs, resources for single parents, and self-help groups.

**The 988 Suicide & Crisis Lifeline** (formerly known as the National Suicide Prevention Lifeline) is a network of more than 200 state and local call centers funded by the U.S. Department of Health and Human Services (HHS). To reach the 988 Suicide and Crisis Lifeline, call or text 988 or chat at [www.988lifeline.org](http://www.988lifeline.org).

Also check out the [OITE Suicide Prevention Webinar](#)

**NIMH educational resources** – for more information about mental health and illness

### Other resources include:

**NIH Division of Police** - 301-496-5685

**Emergency on Campus - 911, Off Campus - 9-911**

The **NIH Police** provide 24 hours a day, 7 days a week police services on campus, including: emergency response, liaison with outside law enforcement, 24-hour escorts, and training on preventing and responding to workplace violence. In case of a serious threat of harm to self or others call the emergency number immediately.

**Montgomery County 24-Hour Crisis Center – 240-777-4000**

**Crisis Text line** - Text "NAMI" to 741741.

**SAMHSA's National Helpline - 1-800-662-HELP (4357)**

SAMHSA's National Helpline is a free, confidential, 24/7, 365-day-a-year treatment referral and information service (in English and Spanish) for individuals and families facing mental and/or substance use disorders.

## Emergency Numbers for NIH Satellite Campuses

### BALTIMORE, MD

#### Police Emergency

Law Enforcement: 9-911 landline, 911 mobile  
Biomedical Research Center Security: 443-740-2766 OR 443-740-2759  
Johns Hopkins Bayview Medical Center Police/Security: 410-550-0333  
Triad Building Security: 410-558-9610

#### Mental Health Crisis

National Mental Health Crisis (new): 9-988 landline, 988 mobile  
Baltimore Crisis Response, Inc.: 410-433-5175  
Baltimore County Crisis: 410-931-2214  
Johns Hopkins Bayview Hospital Emergency: 410-550-0350  
Johns Hopkins Hospital Psychiatric Emergency: 410-955-5964  
University of Maryland Medical Center Psychiatric Emergency: 410-328-1219  
NIH Baltimore OMS: 443-740-2309; email: [nidaoms@mail.nih.gov](mailto:nidaoms@mail.nih.gov)  
NIA Baltimore 24/7 Safety Hotline: 410-864-6800

#### Physical Health Crisis

OMS: 443-740-2309  
Johns Hopkins Bayview Hospital Emergency : 410-550-0350  
Johns Hopkins Hospital Emergency: 410-955-2280  
University of Maryland Medical Center Emergency: 410-328-9595

### FREDERICK, MD

#### Police Emergency

Law Enforcement: 9-911 landline, 911 mobile  
NIH Frederick Police: 301-846-6200

#### Mental Health Crisis

National Mental Health Crisis (new): 9-988 landline, 988 mobile  
Occupational Health Services Clinic (OHS): 301-846-1096  
NIH EAP: 301-496-3164  
Frederick Health Hospital: 240-566-3300

#### Physical Health Crisis

OHS: 301-846-1096  
Frederick Health Hospital: 240-566-3300

## **DURHAM, NC**

### **Police Emergency**

Law Enforcement: 9-911 landline, 911 mobile  
NIEHS Durham Security: 984-287-4500

### **Mental Health Crisis**

National Mental Health Crisis (new): 9-988 landline,  
988 mobile  
OMS Durham: 984-287-4178

### **Physical Health Crisis**

OMS Durham: 984-287-4178  
Duke University Hospital: 919-684-2413  
Duke Regional Hospital: 919-470-4000

## **HAMILTON, MT**

### **Police Emergency**

Law Enforcement: 911

### **Mental Health Crisis**

National Mental Health Crisis (new): 988  
RML OMS: 406-375-9600  
West House Crisis Center: 406-532-8990  
Crisis Text Line: text MT to 741741

### **Physical Health Crisis**

OMS: 406-375-9600





# FINDING AN NIH COMMUNITY

Connecting with a community of individuals with shared interests and values can ease the transition to working at NIH and make you feel more at home. The list below includes some groups that may be of interest.

Information about many current groups can be found on the [OITE website](#). Current clubs and organizations are also listed on the [R&W website](#). NOTE: This list is not exhaustive; feel free to contact OITE to suggest other groups to include.

## INTEREST GROUPS

### OITE-AFFILIATED GROUPS

#### Fellows of All Abilities

Fellows of All Abilities (FAAb), which discusses issues relevant to individuals of all abilities, holds monthly brown bag lunch gatherings to share concerns and strategies for navigating the intersection of science and ability. To join the FAAb listserv visit the [NIH Listserv page](#).

#### Mom-Dad-Docs

Mom-Dad-Docs provides a supportive community for NIH scientists (including postdocs) who are also parents. For more information contact [Ella Ulrike Klenke](#). Visit the [OITE website](#) to learn about upcoming Mom-Dad-Docs activities. Also visit the new parenting webpage, [Resources at the NIH for Trainees Who Are Also Parents](#) or [join the listserv](#).

#### NIH Lesbian, Gay, Bisexual, and Transgendered Fellows and Friends

NIH Lesbian, Gay, Bisexual, and Transgendered Fellows and Friends (LGBT-FF) helps members thrive in their professional and personal lives by addressing issues unique to the LGBT community. For more information, contact [Jenn Wiggins](#) or join the [LGBT-FF listserv](#).

#### NIH Network of African American Fellows

The NIH Network of African American Fellows (NAAF) creates a supportive environment for African American scientists during their tenure at NIH. For more information contact [Erika Barr](#) or join the [NIH-NAAF listserv](#).

#### Society for the Advancement of Chicanos/Hispanics and Native Americans in Science NIH Chapter

The [Society for the Advancement of Chicanos/Hispanics and Native Americans in Science](#) (SACNAS) fosters the success of Hispanic/ Chicano and Native American scientists. To join the NIH chapter, please sign up for the [NIH-SACNAS listserv](#), or join the [NIH SACNAS LinkedIn group](#). For more information contact [Elena Hernandez-Ramon](#).

#### Veteran and Active-duty Members of the U.S. Military

NIH trainees who are also members of the military community encounter unique challenges as they navigate their time at NIH. This affinity group offers opportunities to veterans and active members of the United States Armed Forces. For more information contact [Darryl Murray](#) or join the [NIH Veteran Scientists listserv](#).

### NIH-AFFILIATED GROUPS

#### NIH Black Scientists and Friends Network

NIH Black Scientists and Friends Network is an informal group dedicated to the mentoring and career enhancement of Black scientists at NIH. For more information contact [Roland Owens](#).

#### NIH Hispanic Employee Organization

The NIH Hispanic Employee Organization (HEO) addresses the needs of Hispanic employees related to employee representation in the work force. For more information contact [Richard Farina](#) or visit the [HEO website](#).

### **Salutaris: NIH Sexual and Gender Minority Employee Resource Group**

Salutaris is a voluntary, employee-led group provides a forum for sexual and gender minority employees to meet, network, and discuss issue important to the community. For more information visit the [Salutaris webpage](#) or sign up for the [Salutaris listserv](#).

### **NIH Women of Color Research Network**

The [Women of Color Research Network](#) (WOCRN) supports all scientists interested in raising the voice and visibility of Women of Color in biomedical and behavioral research. For more information visit the [WOCRN website](#) or join the [WOCRN LinkedIn group](#).

## **RELIGIOUS AND SPIRITUAL RESOURCES**

### **BETHESDA CAMPUS CHRISTIAN FELLOWSHIP**

The Bethesda Campus Christian Fellowship is an informal group of Christians who meet regularly to encourage spiritual growth and community. Please contact [Phil Ryan](#) for further information.

### **CLINICAL CENTER CHAPEL / DEPARTMENT OF SPIRITUAL CARE**

The [NIH Clinical Center Department of Spiritual Care](#) provides several types of religious services throughout the week.

**Catholic Mass:** Sunday-Friday 11:15 a.m., Saturday 4p.m.

**Islamic Jumah:** Friday 2 p.m.

**Jewish Mincha Minyan:** Monday-Thursday 2 p.m. Contact [Daniel Edelman](#) for information.

**Protestant Worship:** Sunday 10 a.m., Wednesday 1 p.m.

**Non-denominational:** Wednesday 3:30 p.m. (meditation)

### **ORTHODOX JEWISH WOMEN SUPPORT GROUP**

The Orthodox Jewish Women (OJW) Support Group provides a broad range of support for Orthodox Jewish Women new to careers in science. For more information join the [OJW listserv](#).

### **THE NIH AMERICAN MUSLIM PROFESSIONAL GROUP**

The NIH American Muslim Professional Group (NIH-AMP) fosters spiritual wellness for individuals and the community at large. For information contact [Mohammed Aslam Khan](#) or join the [NIH-AMP listserv](#).

## **NIH VOLUNTEER OPPORTUNITIES**

Volunteer for a group or cause that allows you to give back to the community and meet other postbacs, graduate students, and postdoctoral fellows. The Postbac Committee Service Subcommittee organizes many volunteer opportunities for postbacs, which are announced in Postbacc L mailing listserv and through ClubPCR.

### **THE NIH CLINICAL CENTER**

- Volunteer to help out around the [NIH Clinical Center](#)
- Participate in clinical trials as a [healthy volunteer](#) or as a [patient](#) at the NIH Clinical Center.

### **NIH BLOODBANK**

Donate blood at the [NIH Bloodbank](#)

### **CHILDREN'S INN AT NIH**

Volunteer at the [Children's Inn at the NIH Clinical Center](#), which provides housing for children and their families during the child's treatment for serious illness.

### **SPECIAL LOVE, INC. AND CAMP FANTASTIC**

Volunteer for [Special Love and Camp Fantastic](#) to make camp a reality for children with cancer, through the NIH R&W Association.

### **VOLUNTEER IN THE COMMUNITY**

To volunteer for organizations not affiliated with NIH, check out [Volunteer Match](#).

## **OTHER RESOURCES**

### **OFFICE OF EQUITY, DIVERSITY, AND INCLUSION**

The NIH Office of Equity, Diversity, and Inclusion (EDI) supports positive, equitable, and inclusive employment experiences of Asians, Asian Americans, and Pacific Islanders; Africans, Black Americans, and persons of the African diaspora; Hispanics and Latinos; Lesbians, Gays, Bisexuals, Transgender, and Intersex individuals; American Indians and Alaska Natives; People and Veterans with Disabilities; and Women at NIH. For more information visit the [EDI website](#).

### **NIH WOMEN SCIENTIST ADVISORS**

The [NIH Women Science Advisors](#) (WSA) meet regularly with the women scientists and scientific directors to discuss issues relevant to women scientists.



# AFTER YOUR POSTBAC

## IMPORTANT PAPERWORK

Before leaving NIH, check that the Office of Financial Management has your current address or contact information. This will ensure that tax information or any other important notifications are forwarded to you.

**Also, keep a copy of your IRTA/CRTA or other award letter and payment records.** This may be needed for future applications for a government job or for any positions that require a security clearance or hospital privileges, OITE does not keep records of NIH trainees.

## JOIN THE ALUMNI DATABASE

Former trainees are a huge resource for NIH. Regardless of where you go next, OITE would love to keep in touch. If you would like to expand your network, keep in touch with former colleagues, or would be willing to come back to NIH to talk to trainees about your career, consider joining the [NIH Alumni Database](#).

## COMING BACK TO NIH

Consider returning to the NIH as a postdoctoral or clinical fellow after completing your formal education through one of the following NIH training programs:

### THE GRADUATE PARTNERSHIPS PROGRAM

The [Graduate Partnerships Program](#) (GPP) allows participants to conduct research at NIH while completing coursework and earning a Ph.D. at an affiliated academic institution. U.S. citizens and permanent residents are eligible to apply to formal NIH/university partnerships. Students of any nationality who have passed their qualifying examinations in a university Ph.D. program anywhere in the world may create individualized collaborations between an NIH investigator and their university research mentor. For more information visit the [GPP webpage](#) on the OITE website.

### THE MEDICAL RESEARCH SCHOLARS PROGRAM

The NIH [Medical Research Scholars Program](#) (MRSP) for future clinician-scientists is a comprehensive, year-long research enrichment program designed to attract the most creative, research-oriented medical, dental, and veterinary students to NIH. Student scholars engage in a mentored basic, clinical, or translational research project that matches their research interests and career goals. For more information visit the [MRSP webpage](#).

### THE NIH CLINICAL ELECTIVES PROGRAM

The NIH [Clinical Electives Program](#) (CEP) provides opportunities for final-year medical or dental students to care for patients at the NIH Clinical Center. For more information visit the [CEP webpage](#).

### NIH POSTDOC PROGRAM

Recent Ph.D., M.D., or equivalent doctoral degree earners participate in biomedical research experience in the NIH Intramural Research Program as postdocs. For more information visit the [Postdoc page](#).

### GRADUATE MEDICAL EDUCATION (GME) PROGRAMS

The [Graduate Medical Education](#) (GME) programs at NIH provide medical school graduates with residency or fellowship training experiences at the NIH Clinical Center in fields accredited by the Accreditation Council for Graduate Medical Education. For more information visit the NIH [GME webpage](#).

### NIH LOAN REPAYMENT PROGRAMS

The NIH Loan Repayment Programs (LRPs) are a set of programs designed to recruit and retain highly qualified health professionals into biomedical or biobehavioral research careers. LRP's repay up to \$50,000 annually of

a researcher's qualified educational debt in return for a commitment to engage in NIH mission-relevant research. There are two LRPs, one for researchers not employed by NIH (extramural) and another for researchers employed by NIH (intramural) Please check the [NIH Loan Repayment Programs webpage](#) for further details on each of the programs and eligibility requirements.

### **INDEPENDENT RESEARCH SCHOLAR PROGRAM**

Through the Independent Research Scholar Program, NIH recruits Early Independent Scientists into the NIH Intramural Research Program. For more information, visit the [IRSP website](#).

### **EARL STADTMAN INVESTIGATORS**

The NIH Intramural Research Program annually considers candidates to be named [Earl Stadtman Investigators](#). These tenure-track level positions are offered to creative, independent thinkers eager to take on high-risk, high-impact research.

# SECTION III: GUIDELINES



# FOLLOWING NIH RULES

## NIH POLICY MANUAL

Like most large organizations and government agencies, NIH requires staff and trainees to follow certain rules and adhere to government policies. The [NIH Policy Manual](#) serves as the official mechanism for issuing NIH-wide policy through individual chapters known as [Manual Chapters](#). Virtually all NIH rules are codified in the manual chapters. Rules are also posted in the [NIH Sourcebook](#).

Check the NIH Policy manual website for manual chapters that detail policies for [Intramural Research Training Award \(IRTA\)](#) appointments. Some important rules are described below.

## VACATION, SICK LEAVE, AND FAMILY LEAVE FOR TRAINEES

Trainees do not accrue annual or sick leave. However, they are excused for federal holidays, illness, personal emergencies, and vacation when their training periods are longer than 90 days. PIs are expected to allow trainees 20 days for illness, personal emergencies, and vacation every year. The number of days is prorated for appointments of less than a year.

Twelve weeks of excused absence with pay will be granted for the birth, adoption, or foster care placement of a child or for other family health care. ICs must excuse absences to accommodate a trainee's military obligations (active duty, active-duty training, and inactive duty training) not to exceed six weeks per year with pay.

PIs may exercise discretion in granting additional short absences (less than a week per year) as they deem appropriate. More extended absences must be approved by the IC scientific director. For more information about trainee leave policies see [NIH Policy Manual Chapter 2300-320-7, sections AA and AB](#).

## INTERVIEWING FOR GRADUATE OR PROFESSIONAL SCHOOL

Many trainees in the Postbac IRTA/CRTA program apply to graduate and/or professional school while at NIH. As a postbac, you may be studying for the MCAT, and interviewing at multiple institutions. It is important to talk to your PI and agree in advance on how to handle time away from the research for studying and interviewing.

## TELEWORK POLICY

All NIH traineeships are designed to provide a hands-on research or clinical experience and to maximize in-person interactions. The NIH Telework Policy limits the amount of telework appropriate for all levels of trainees, including postbacs. Telework is generally intended to be no more than once per week due to the nature of research but can also be used during emergency closures. Full-time telework and/or remote work is not allowed. Postbacs interested in teleworking must meet certain criteria and have their PI's approval. Participation is not an entitlement and may be modified or revoked at any time. For more information on applying for a telework arrangement, check the NIH IRTA/CRTA Telework Policy.

## FEDERAL HOLIDAYS

NIH trainees follow the same federal holiday schedule as federal employees. If a holiday falls on Saturday, it is usually celebrated the preceding Friday; if the holiday falls on a Sunday, the following Monday is usually a day off. See the [OPM website](#) for dates for federal holidays for a specific year.

- New Year's Day (January 1)
- Birthday of Martin Luther King, Jr. (Third Monday in January)
- Washington's Birthday (Third Monday in February)
- Memorial Day (Last Monday in May)
- Juneteenth National Independence Day (June 19)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Columbus Day (Second Monday in October)
- Veterans Day (November 11)
- Thanksgiving Day (Fourth Thursday in November)
- Christmas Day (December 25)
- Once every four years, NIH employees may also have leave for Inauguration Day (January 20)

## OUTSIDE ACTIVITIES

Federal government ethics regulations covering outside activities for full-time employees do not apply to NIH trainees and fellows. However, NIH expects trainees and fellows to abide by the principles behind these regulations to guide their conduct. [Guidelines for non-FTEs \(Trainees\) for NIH-Related Activities, Outside Activities, and Awards](#) describes activities that are appropriate and those that are not permitted for NIH fellows. For trainees engaged in activities such as participating in a professional society, teaching, reviewing fellowship applications, writing grant applications, writing book chapters or review articles, giving talks or interviewing for jobs, check the guidelines and consult with your supervisor prior to initiating any outside activities. You may also wish to check with your IC Deputy Ethics Counselor.

## PUBLICATION AND ABSTRACT CLEARANCE

Before submitting a manuscript for publication in a scientific journal or an abstract for presentation at a scientific meeting, intramural researchers must submit a [Manuscript Clearance Form](#) to be reviewed and approved by the Lab/Branch Chief or IC Scientific Director. You must receive approval for the submission before sending off the manuscript or abstract.

## TRAVEL AND ATTENDANCE AT SCIENTIFIC MEETINGS

All research-related travel arrangements must be made through NIH travel orders. Work with your PI, AO, and travel planner to determine whether you can attend a meeting and what approval processes are required. Do not make travel arrangements by yourself; you will not be reimbursed. Also, before accepting a travel award check with your AO and PI for the process to do so.

## GUIDANCE ON PRIVATE ACCOUNT SOCIAL MEDIA USE FOR INDIVIDUALS

NIH abides by federal government guidelines on the use of social media. Postbacs are allowed to maintain accounts on social media but are **not allowed** to use an official NIH email address. While you can list NIH as your workplace along with other personal information, you cannot not prominently feature the NIH name or display the NIH logo. It is a good idea to also issue a disclaimer that states that all opinions expressed are your own personal opinions. Visit the [Guidance on Private Account Social Media Use for Individuals at NIH](#) and the [Standards of Conduct as Applied to Personal Social Media Use, issued by the U.S. Office of Government Ethics](#) for more information. Additional guidelines pertaining to elections and political activity are mandated by the Hatch Act.

NOTE: The following topics are "protected", which means employees can talk about them on social media: their own whistleblower complaints, their own EEO complaints, and religious expression.

## LIMITS ON THE DURATION OF POSTBAC APPOINTMENTS

Postbac IRTA/CRTA appointments are for one year, with the possibility of renewal for a second year. Postbacs are expected to move on to their graduate/ professional education after two years. ICs may request an exception to this policy to allow a postbac to remain at NIH for a terminal third year. Please see the [procedure to extend for a third year](#).

## TERMINATION OF AWARDS TO POSTBACS

Termination of a postbac traineeship may be made prior to the specific expiration date, for scientific or other forms of misconduct or failure to comply with terms of the traineeship. All termination proposals for cause must be in writing and provide the postbac an opportunity to respond before a decision is rendered. In the case of personal incompatibility or any unforeseen programmatic circumstances, and absent any conduct issues, the IC should arrange for transfer of the trainee to another research group. Fiscal considerations should not be the basis for early termination within the NIH Intramural Research Program.





# RESEARCH CONDUCT, ETHICS, AND DISCRIMINATION POLICIES

## RESEARCH CONDUCT

The general principles governing the conduct of good science as practiced in the NIH Intramural Research Program (IRP) are set forth in [Conduct of Research](#). This document discusses the responsibilities of IRP research staff in collecting and recording data, publishing, determining authorship, mentoring, peer review, confidentiality, collaborations, human subjects research, financial conflicts of interest, and animal care and use.

Research misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. Research misconduct does not include honest error or honest difference of opinions. Allegations or concerns about research misconduct should be discussed with the [NIH Agency Intramural Research Integrity Officer](#). See also the [HHS Office of Research Integrity webpage](#) for more information.

## DISCRIMINATION IS PROHIBITED

Discrimination is defined in civil rights law as unfavorable or unfair treatment of, or impact towards, a person or class of persons in comparison to others who are not members of the same protected class. U.S. laws protect individuals from discrimination-based race, religion, color, national origin, age (40 or older), physical or mental disability, sex (which includes transgender status, sex stereotyping, pregnancy, and equal pay), genetic information, or reprisal for opposition to discriminatory practices or participation in the Equal Employment Opportunity (EEO) process. Sexual orientation and gender identity are protected by HHS policy, and individuals who feel they have been subjected to discrimination on the bases of sexual orientation and/or gender identity have a right to file an EEO complaint to seek redress. For further information regarding the EEO process, contact the [NIH Office of Equity, Diversity, and Inclusion \(EDI\)](#).

## ANTI-HARASSMENT POLICY

NIH does not tolerate pervasive or severe harassment of any kind, including sexual harassment. To foster a work environment free from sexual harassment, NIH aims to ensure that individuals know their rights, where to report incidents of sexual harassment, and the resources available to them. To help you understand these rules the OITE has a mandatory training in "Your Rights and Responsibilities", for more information see [here](#).

You may be worried about how your PI (or others in a position to influence your career) will respond; you may be concerned that you will have to change research groups; or you may fear that the process will affect your applications for school or jobs. The NIH Anti-harassment Policy prohibits supervisors or others in positions of power from retaliating against individuals who report harassment or report witnessing harassment. Read [NIH Policy Manual Chapter 1311](#) or visit [NIH Civil](#) to learn more about the NIH Anti-harassment Policy and the procedures for reporting harassment at the NIH.

The NIH OITE is committed to working with trainees who make harassment allegations, who report witnessing harassment, or who are implicated in harassing behavior. OITE will coordinate with NIH Civil and provide trainees guidance and support throughout the process.

Note that OITE staff are required to report allegations of harassment to the NIH Civil Program. However, OITE can make an anonymous report on your behalf. You can also make an anonymous report by calling 833-224-3829 or by completing an online form.

The [Civil Tool Kit for Trainees](#) describes options for reporting harassment including those that allow you to remain anonymous. If you wish to discuss the situation confidentially, reach out to the [NIH Employee Assistance Program](#) or the [NIH Office of the Ombudsman](#).

To discuss reporting allegations of harassment or the related issue of [workplace relationships](#) contact OITE Director [Sharon Milgram](#). If you feel unsafe and need immediate help, please call the NIH Police (on the main campus in Bethesda: 911; off-campus: 9-911; Fort Detrick in Frederick: 9-911; RML: 0).

## **POLITICAL ACTIVITIES**

Restrictions on the political activity of NIH employees are governed by the federal [Hatch Act](#). Fellows are considered less constricted employees, and can engage in many activities, but not on federal property or when on official duty. Fundraising for a political candidate or organization and running for a political office are also prohibited. See the [U.S. Office of Special Counsel website](#) for more information.

## **STANDARDS OF ETHICAL CONDUCT FOR EMPLOYEES OF THE EXECUTIVE BRANCH**

The [U.S. Office of Government Ethics website](#) lays out ethics guidelines for federal employees including gifts, financial conflicts of interest, seeking other employment, outside activities, and misuse of position. While you are not a federal employee some of these rules do still apply.



# FINANCIAL MATTERS

## BANKING

The **NIH Federal Credit Union (NIHFCU)** offers secured interest-bearing savings, checking, and investment accounts. NIHFCU maintains ATMs on the main NIH campus and in the surrounding communities. Through partnerships, NIHFCU offers members low-rate consumer loans, credit cards, mortgages, and home equity loans, in addition to complete line of mutual funds, annuities, and insurance products; free car and home buying services; and money management services. The NIHFCU also provides educational seminars, newsletters, and online articles to give members helpful financial information. To join, you must open a new account with a minimum deposit of \$25. Visit the **NIHFCU website** for a full list of branch and ATM locations.

## GETTING PAID AND PAYING TAXES ON YOUR INCOME

Direct deposit is the easiest way to receive your paycheck. IRTA/CRTA fellows must fill out and return a direct deposit form (Form SF3881) to their AO. SF3881 can be downloaded from the **U.S. General Services Administration website**. This form includes a section to be completed by your bank. Once enrolled, payroll funds will appear in your account each payday. You can also request that a check be sent to your home address.

Postbacs are entered into the Fellowship Payment System and paid at the end of the month for completed work. Under this system:

- Postbacs are considered trainees, not employees.
- Social security taxes are not deducted from stipends.
- Income taxes are NOT withheld from stipends, but estimated income taxes must be paid quarterly.
- Stipend is reported on Form 1099G as a **taxable grant**.
- Income shown on the 1099G must be reported on Form 1040 as "other income" when filing income taxes.
- Postbacs are NOT self-employed and should NOT file a Schedule C.

If the amount of taxes owed is greater than \$1000, estimated taxes can be paid quarterly to avoid a penalty. Payments can be made by submitting **Form 1040ES**, the federal quarterly tax form, which can be downloaded from the **IRS website**. Payments can also be arranged by setting up and account with the IRS and **making payments online**. State income taxes can be arranged through state tax websites.

Before leaving the NIH, make sure the Office of Financial Management has your current address so they can forward tax information.

Tax forms are processed at the end of January, and you should receive your Form 1099G or W2 by February 15. If you do not, or if your address has changed, contact the NIH Office of Financial Management at 301-496-5635.

The IRS receives a copy of Form 1099G or W2 by the agency that pays you. If you receive income you will likely be required to file a federal income tax return. The **IRS Interactive Tax Assistant** can help determine whether it is necessary to file a tax return.

The **NIH Office of Financial Management** is available to answer postbac tax questions at 301-496-5635.

**REMINDER:** The deadline for paying taxes in the United States is April 15.

## EDUCATIONAL LOAN DEFERMENTS

NIH trainees **may be eligible to have their educational loans deferred** while in training at NIH. Trainees with federal loans are required to submit the **Graduate Fellowship Deferment Request** form. Trainees with non-federal loans can request the appropriate form from their lending institution. Loan deferment paperwork must be filed annually. For more information check the **OITE Loan Deferment webpage** or contact the **NIH Loan Deferment Office**.

# SECTION IV: RESOURCES

## IV





# EDUCATIONAL AND TRAINING OPPORTUNITIES

NIH provides many training opportunities, events, and resources for enhancing scientific education and learning. NIH partners with other organizations, such as the Foundation for Advanced Education in the Sciences (FAES), a non-profit organization that offers undergraduate and graduate-level courses for NIH staff and trainees. The NIH Library and National Library of Medicine also provide myriad informational resources.

## NIH PROGRAMS, COURSES, AND LECTURE SERIES

### CENTER FOR INFORMATION TECHNOLOGY COMPUTER TRAINING PROGRAM

The [Computer Training Program](#) provided by the Center for Information Technology (CIT) offers courses and seminars that enable users to make efficient and effective use of computers, networks, and information systems in their work at NIH. Descriptions of courses as well as information on the intended audience can be found on the [CIT Computer Training Program website](#).

### NATIONAL CANCER INSTITUTE CENTER FOR CANCER RESEARCH COURSES

The National Cancer Institute (NCI) offers courses through its Center for Cancer Research (CCR). Courses include Teaching in Medical Education (TIME), for fellows interested in academic positions in medical schools; Translational Research in Clinical Oncology (TRACO); Statistical Analysis of Research Data (SARD); and Cultural Sensitivity Training. For more information visit the [NCI CCR website](#).

### CLINICAL CENTER GRAND ROUNDS

[Clinical Center Grand Rounds](#) are held Wednesdays from noon to 1 p.m. Attendees are provided with options and alternatives that can guide clinical practice; practical information about clinical research principles based on state-of-the-art scientific discovery and clinical advances; and information and opportunities to increase and improve collaboration among investigators.

### DEMYSTIFYING MEDICINE

[Demystifying Medicine](#) bridges the gap between basic science and medicine for trainees, fellows, and staff who want to relate their work to biomedical advances. Course sessions address diseases and disease states from the twin perspectives of basic research and current medical treatment, including presentation of patients, pathology, diagnosis, and therapy.

### WEDNESDAY AFTERNOON LECTURE SERIES (WALS)

The NIH Director's [Wednesday Afternoon Lecture Series \(WALS\)](#) includes weekly scientific talks by some of the top researchers in the biomedical sciences. All lectures are held 2-3 p.m. in Lipsett Amphitheater, Building 10, on the Bethesda campus. Lectures can also be accessed via [NIH videocasting](#).

### THE FOUNDATION FOR ADVANCED EDUCATION IN THE SCIENCES GRADUATE SCHOOL

The [Foundation for Advanced Education in the Sciences \(FAES\)](#) offers over 180 classes, in biomedical sciences, physical, and behavioral sciences as well as in English and foreign language studies. FAES also offers several multi-course Advanced Studies including [Bioinformatics and Data Science](#), [Public Health](#), and [Technology Transfer](#).

A modest tuition for FAES courses may be covered by your NIH research advisor, with preapproval.

### FAES BOOKSTORE

The [FAES Bookstore](#), located in Building 10 near Masur Auditorium, offers scientific and medical books for the FAES Graduate School, as well as other textbooks and popular literature. [Online shopping](#) is also available.

## OTHER TRAINING OPPORTUNITIES

### AMERICAN RED CROSS FIRST AID, CPR, AND AUTOMATED EXTERNAL DEFIBRILLATOR (AED) COURSES

American Red Cross first aid, CPR, and AED programs are designed to give you the confidence to respond in an emergency situation with skills that can save a life.

## NATIONAL LIBRARY OF MEDICINE

The National Library of Medicine (NLM), one of NIH's 27 Institutes and Centers, is the world's largest medical library with nearly 28 million items in its collection plus a wealth of online information resources, including groundbreaking tools such as [PubMed](#) and [Clinicaltrials.gov](#).

NLM usually welcomes visitors and offers tours exploring the library's resources, history, art, and architecture. However, the Library is undergoing construction with an expected completion date of late 2023. Please check out the [NLM website](#) for updates and virtual tours. The [NLM Exhibition Program](#) creates exhibitions to enhance awareness of NLM's health education resources.

## NIH LIBRARY

Building 10, Room 1L-25, First floor, South entrance

The [NIH Library](#) is an open stacks biomedical research library, that supports NIH research programs and activities, with access to over 15,000 electronic journals, 120,000 eBooks, and over 50 databases. The library provides services in 3D printing, bibliometrics, bioinformatics, custom information solutions, data management and analysis, document delivery, editing, emerging technologies, reference questions and literature searching, specialized librarians, systematic reviews, training, and translations.

In addition to a comfortable reading room, library workspaces include bioinformatics and data sciences workspaces, collaboration pods, private carrels, and computers linked to the NIH network. NOTE: These usually require prior reservation.

The library hosts a [Writing Center](#) that provides a physical workspace and offers writing, editing, and translation services and training. The library also offers a [series of workshops](#) on writing a research paper, creating scientific posters, organizing figures for publication, and more. To learn more about the scope of services available, please contact or visit the [NIH Library website](#).

## NIH PUBLICATIONS, SPECIAL EVENTS, AND MORE

### NIH CALENDAR OF EVENTS

Each week, the [NIH Calendar of Events](#) publishes virtual and in-person events on the NIH campus. To post an event, browse events for the week, or search for items of interest visit the [website](#).

### NIH CATALYST

The [NIH Catalyst](#) is a bimonthly publication for intramural scientists containing feature stories, profiles, essays, and research news that highlights research conducted at NIH. It is distributed via campus mail, cafeteria bins, and on the [NIH website](#).

### NIH RECORD

The [NIH Record](#) is the biweekly newsletter for all NIH personnel. Published 25 times each year and circulated to more than 20,000 readers, the *Record* features stories about NIH events, programs, and staff milestones.

### NIH VIDEOCASTS

[NIH Videocasts](#) features live and recorded broadcasts of NIH lectures, conferences, and other events.

### THE NIH RESEARCH FESTIVAL

The [NIH Research Festival](#) features scientific symposia, poster sessions, and more.

### NIH SCIENTIFIC INTEREST GROUPS

About 90 NIH [Scientific Interest Groups \(SIGs\)](#) operate under the auspices of the Office of Intramural Research. SIGs sponsor symposia, poster sessions, and lectures; offer mentoring and career guidance for junior scientists; and share the latest techniques and information.



# SCIENTIFIC RESOURCES AT NIH

## DEPARTMENT OF CLINICAL RESEARCH INFORMATICS

The **Department of Clinical Research Informatics, Information Technology Center (ITC)** provides NIH employees and trainees with technologies to create and print posters and presentations for scientific conferences.

## DIVISION OF RADIATION SAFETY

The **Division of Radiation Safety (DRS)** provides regulatory oversight for all ionizing radiation used in intramural research and for clinical purposes. The staff assists in setting up research labs, training staff in radiation safety, performing specialized lab inspections, and consulting on intramural clinical research protocols. They are also responsible for radiation safety training, shipping and storage of radioactive material, and radioactive waste pick-up.

## DIVISION OF VETERINARY RESOURCES

The **Division of Veterinary Resources (DVR)** provides a centralized laboratory animal care and use program for NIH intramural investigators. DVR offers comprehensive veterinary, animal husbandry, animal transportation, and diagnostic support services, including housing, routine and clinical care, and nutrition and enrichment for rodents, rabbits, cats, canines, ungulates, and primates. DVR staff are available for consultation and possible collaboration.

## MEDICAL ARTS BRANCH

The **Medical Arts Branch (MAB)** provides visual arts services, including:

- **Graphic Design:** brand identity, posters, publications, exhibits, and environmental graphic design
- **Electronic Media:** animation and presentation design
- **Digital Printing,** including scientific poster printing
- **Medical Illustration:** 2D & 3D, figures, journal covers, scientific poster figures, and design
- **Production Services:** aerial prints, awards, certificates, framing, mounting

Requests for all MAB services must include a Common Account Number (CAN) which can be provided by an administrative officer. For more information visit the [MAB website](#).

## NATIONAL CENTER FOR BIOTECHNOLOGY INFORMATION

The **National Center for Biotechnology Information (NCBI)**, a division of the National Library of Medicine, created and operates several important online bioinformatics tools including PubMed, Entrez, Genbank, and BLAST. NCBI staff will answer questions, provide training in the tools they have developed, and collaborate on projects. **Contact NCBI** for help or additional information.

## NIH COLLABORATIVE RESEARCH EXCHANGE

The NIH Intramural Research Program's **Collaborative Research Exchange (CREx)** is an online private marketplace offering a vast catalog of research services to facilitate communications among intramural scientists, internal cores and external vendors, allowing access to innovative resources and technologies. CREx currently includes more than 150 NIH intramural core facilities, 25+ Trans-NIH cores, and approximately 18,000 external scientific vendors. To make a request or learn more, visit the [CREx website](#).

## OFFICE OF ANIMAL CARE AND USE

The **Office of Animal Care and Use (OACU)** provides oversight and assistance to ICs conducting biomedical research using animal models. NIH employees and trainees can check the OACU training schedule, register for the lecture courses, access links for online courses, or read guideline regarding animal care and use at the [OACU training website](#).



## OFFICE OF HUMAN SUBJECTS RESEARCH PROTECTIONS

The **Office of Human Subjects Research Protections (OHSRP)** supports the NIH commitment to conduct innovative human subjects research that is consistent with sound ethical standards and regulatory requirements. OHSR staff are available to answer questions, provide consultation on the design and conduct of research protocols, and participate in educational activities.

OHSR works with NIH Institutional Review Boards (IRBs) to ensure ethical responsibilities are fulfilled and to help resolve ethical and regulatory issues that may arise when conducting human research, both in the United States and abroad. Human research cannot be conducted without approval of either an NIH IRB or OHSR. For information on the procedures for protecting the rights of human research subjects, visit [NIH manual chapter 3014](#).

## OFFICE OF INTRAMURAL RESEARCH

The **Office of Intramural Research (OIR)**, directed by the Deputy Director for Intramural Research (DDIR), oversees and coordinates intramural research, training, and technology transfer in NIH laboratories and clinics. The office works in conjunction with the scientific directors of all the ICs. OIR develops and implements projects, policies, and standards across the NIH for intramural research, training, and technology transfer.

## OFFICE OF NIH HISTORY

The **Office of NIH History (ONH)** works with all NIH ICs to foster the documentation, preservation, and interpretation of NIH history. Trained historians, archivists, and curators provide access to materials, including oral histories, photographs, documents, personal papers, videos, news clippings, and books related to the work of the NIH. ONH is also home to the Stetten Museum, which curates exhibits throughout NIH. The museum collects laboratory equipment, manuals, trade catalogs, and other objects related to NIH history.

## OFFICE OF TECHNOLOGY TRANSFER

The **Office of Technology Transfer (OTT)** helps translate the discoveries made at the NIH and FDA into useful biomedical products by evaluating the commercial potential of new inventions, securing patent protection, identifying industry partners, and licensing these intellectual properties for product development.



## OTHER NIH RESOURCES AND SERVICES

### FOOD

The [NIH Food Page](#) provides an interactive map and information on cafeterias, coffee bars, concession stands, and food trucks on the main Bethesda campus and off-campus locations at Bayview, Fisher's Lane, Executive Boulevard, and Rockledge II. Check the [food page](#) for locations, operating hours, and menus. Mobile and desktop orders are also available through [Eatify](#).

### CHILD CARE

[Child care programs/centers](#) are offered at the Bethesda and Executive Boulevard campuses and at the NIEHS campus in Research Triangle Park for infants, toddlers, and preschool age children. The waiting list for access to NIH childcare is long; please contact them as early as possible for information.

NIH also provides childcare and family services for employees, including referral services for childcare and adult daycare. For more information visit the [Resource and Referral Services webpage](#).

### BACK-UP CARE PROGRAM

NIH offers a [Back-Up Care Program](#) through Bright Horizons to provide access to back-up care when they need to be at work and their regular child or adult/elder care is unavailable. Advanced registration is required to take part in the program.

### R&W GIFT SHOPS

R&W operates a [gift shop](#) that sells NIH merchandise and other items in Building 31, Room 1W08. Check the [R&W website](#) for status updates. R&W also operates an [online store](#).

### INTERPRETING SERVICES

The Office of Research Services partners with Access Interpreting to provide centrally funded sign language interpreting and real-time transcription services to the NIH Deaf and Hard of Hearing (D/HH) community.

Services are provided upon request as a reasonable accommodation to D/HH individuals, including employees, contractors, patients, and visitors, to participate in NIH related events and activities. All service requests must be entered in the secure [Access Interpreting portal](#) or [emailed](#) to the scheduling team. For more information visit the [NIH Interpreting Services webpage](#).

**Requests should be made at least 5 days in advance of the Event.**

### KEYS AND LOCKS

To request a new key or lock contact an administrative assistant in your unit, who will enter a request into the DELPRO system, to generate a work request form. This form must be signed by your supervisor and forwarded to your AO, since there is a cost involved. If the request is for a new key, you will receive an email from the Locksmith Section when the key is available for pick up in Building 13, Room 1405. IMPORTANT NOTE: Only you can pick up and sign for your key; be certain to bring your NIH ID badge.

In emergencies involving a malfunction of keys or locks, call the Locksmith Section at 301-496-3507; after hours, call the NIH police at their non-emergency number: 301-496-5685. You can also call the NIH police if you are locked out of your office or research space.

## LOST AND FOUND

### Same Day:

- Parking Lots (Employees and Visitors): 301-656-9008
- Employee Shuttles: 301-435-4010
- Patient Shuttles: 301-496-1161
- Gateway Center: 301-435-7554
- Commercial Vehicle Inspection Facility (CVIF): 301-443-6843
- Natcher Conference Center: visit the Events Management office directly across from Ruth Kirschstein Auditorium

### After 24 Hours (and for locations not listed above):

- NIH Police Reception Desk (Building 31, Room B3B17): 301-496-2387/301-496-5685 (weekends)

Ultimately, all lost and found items end up with the NIH Police, usually within 24 hours.

## MAIL

The Division of Mail Management Services manages the [NIH Mail Program](#). Postage stamps for personal use can be purchased at the R&W gift shop.

## NOTARIES PUBLIC

[Notary public service](#) is provided by NIH R&W. The service is provided free of charge to Clinical Center patients and R&W members (current membership card required); others are charged a nominal fee. For a current listing of notaries, please visit the [Notary Services webpage](#) or call 301-496-6061. You can also ask your AO whether anyone in your unit is able to provide this service.

## NIH SUPPLY CENTER

The Division of Logistics Services operates the [NIH Supply Center](#) and two self-service stores to provide lab, medical, and office supplies for NIH official use. Supplies can be purchased with a valid Self-service Charge Card, in Building 10, Room B2B41 or Building 31, Room B1A47. Both stores are open Monday-Friday 8:15 a.m. to 4 p.m. Check the online [NIH Stock Supply Catalog](#) for a current listing of NIH centrally stored items.



## USEFUL WEBSITES

Office of Intramural Training & Education	
The Office of Intramural Training & Education (OITE)	<a href="https://www.training.nih.gov">https://www.training.nih.gov</a>
OITE YouTube Channel	<a href="https://www.youtube.com/c/NIHOITE">https://www.youtube.com/c/NIHOITE</a>
NIH Resources	
The main NIH website	<a href="https://www.nih.gov">https://www.nih.gov</a>
A quick way to find answers to your questions about the NIH	<a href="https://jumpstart.nih.gov">https://jumpstart.nih.gov</a>
NIH Frequently Asked Questions	<a href="https://www.nih.gov/about-nih/frequently-asked-questions">https://www.nih.gov/about-nih/frequently-asked-questions</a>
The NIH Enterprise Directory (NED)	<a href="https://ned.nih.gov/search">https://ned.nih.gov/search</a>
Virtual NIH New Employee Orientation	<a href="https://hr.nih.gov/working-nih/onboarding/virtual-nih-new-employee-orientation">https://hr.nih.gov/working-nih/onboarding/virtual-nih-new-employee-orientation</a>
NIH Security Information	<a href="https://security.nih.gov/Pages/Home.aspx">https://security.nih.gov/Pages/Home.aspx</a>
NIH Research and Training Resources	
NIH Intramural Research Program	<a href="https://irp.nih.gov">https://irp.nih.gov</a>
NIH Intramural Research: Scientific Focus Areas	<a href="https://irp.nih.gov/our-research/scientific-focus-areas">https://irp.nih.gov/our-research/scientific-focus-areas</a>
NIH Intramural Database: Searchable IC Annual Reports, (to find investigators working in specific research areas)	<a href="https://intramural.nih.gov/search/index.taf">https://intramural.nih.gov/search/index.taf</a>
Guidelines for the Conduct of Research at the NIH	<a href="https://oir.nih.gov/system/files/media/file/2021-11/guidelines-conduct_research.pdf">https://oir.nih.gov/system/files/media/file/2021-11/guidelines-conduct_research.pdf</a>
Mentoring and Training in the NIH Intramural Research Program	<a href="https://oir.nih.gov/sourcebook/mentoring-training">https://oir.nih.gov/sourcebook/mentoring-training</a>
NIH Scientific Interest Groups	<a href="https://oir.nih.gov/sigs">https://oir.nih.gov/sigs</a>
NIH Videocasting and Podcasting	<a href="https://videocast.nih.gov">https://videocast.nih.gov</a>
NIH Laboratory Safety Training	<a href="https://www.safetytraining.nih.gov">https://www.safetytraining.nih.gov</a>
Occupational Medical Service	<a href="https://ors.od.nih.gov/sr/dohs/HealthAndWellness/OccupationalMedical/Pages/oms_main.aspx">https://ors.od.nih.gov/sr/dohs/HealthAndWellness/OccupationalMedical/Pages/oms_main.aspx</a>
NIH Library	<a href="https://www.nihlibrary.nih.gov/agency/nih">https://www.nihlibrary.nih.gov/agency/nih</a>

NIH Research and Training Resources	
The NIH Office of the Ombudsman and Center for Cooperative Resolution	<a href="https://ombudsman.nih.gov">https://ombudsman.nih.gov</a>
NIH Civil	<a href="https://hr.nih.gov/working-nih/civil">https://hr.nih.gov/working-nih/civil</a>
NIH Employee Assistance Program	<a href="https://ors.od.nih.gov/sr/dohs/HealthAndWellness/EAP/Pages/index.aspx">https://ors.od.nih.gov/sr/dohs/HealthAndWellness/EAP/Pages/index.aspx</a>
NIH Office of Equity, Diversity and Inclusion	<a href="https://www.edi.nih.gov/">https://www.edi.nih.gov/</a>
Ethical Conduct at NIH	<a href="https://oir.nih.gov/sourcebook/ethical-conduct">https://oir.nih.gov/sourcebook/ethical-conduct</a>
NIH Amenities and Services	
Banking: NIH Federal Credit Union	<a href="https://www.nihfcu.org">https://www.nihfcu.org</a>
NIH Calendar of Events	<a href="https://calendar.nih.gov/app/MCalWelcome.aspx">https://calendar.nih.gov/app/MCalWelcome.aspx</a>
Fitness Centers	<a href="https://govemployee.com/nih/rw-services-membership/fitness-home/building-31-2/">https://govemployee.com/nih/rw-services-membership/fitness-home/building-31-2/</a>
Food: Dining Centers	<a href="https://www.ors.od.nih.gov/pes/dats/food/Pages/index.aspx">https://www.ors.od.nih.gov/pes/dats/food/Pages/index.aspx</a>
Health and Wellness	<a href="https://www.ors.od.nih.gov/pes/dats/wellness/Pages/index.aspx">https://www.ors.od.nih.gov/pes/dats/wellness/Pages/index.aspx</a>
Housing: R&W Housing List	<a href="https://govemployee.com/classifieds/">https://govemployee.com/classifieds/</a>
Volunteer: NIH Blood Bank	<a href="https://www.cc.nih.gov/bloodonor">https://www.cc.nih.gov/bloodonor</a>
NIH Campus Access and Transportation	
NIH Baltimore Campus Map	<a href="https://irp.nih.gov/about-us/research-campus-locations/bayview-campus">https://irp.nih.gov/about-us/research-campus-locations/bayview-campus</a>
NIH Bethesda Campus Map	<a href="https://www.ors.od.nih.gov/maps/Pages/NIH-Visitor-Map.aspx">https://www.ors.od.nih.gov/maps/Pages/NIH-Visitor-Map.aspx</a>
NIH Frederick Campus Map	<a href="https://ncifrederick.cancer.gov/Media/Documents/CampusMap.pdf">https://ncifrederick.cancer.gov/Media/Documents/CampusMap.pdf</a>
NIH Transshare: Subsidies for public transportation	<a href="http://www.ors.od.nih.gov/pes/dats/Transshare/Pages/transhare.aspx">http://www.ors.od.nih.gov/pes/dats/Transshare/Pages/transhare.aspx</a>
NIH Travel and Transportation Services including Campus Shuttle	<a href="http://www.ors.od.nih.gov/pes/dats/Pages/index.aspx">http://www.ors.od.nih.gov/pes/dats/Pages/index.aspx</a>
Real Time GPS Shuttle Locations	<a href="https://wttsshuttle.com">https://wttsshuttle.com</a>
Ride-On Map, map of Montgomery County, MD, bus routes	<a href="https://www.montgomerycountymd.gov/dot-transit/index.html">https://www.montgomerycountymd.gov/dot-transit/index.html</a>
Washington Metro Area Transit Authority, a guide to the buses and subways in Washington, DC and the surrounding counties	<a href="https://www.wmata.com">https://www.wmata.com</a>
Other Resources to Help You Get Settled	
OITE Moving Guide	<a href="https://www.training.nih.gov/resources/justarrived">https://www.training.nih.gov/resources/justarrived</a>
Freecycle: Give away items in good condition you no longer need, get items you can use, ease the burden on our landfills	<a href="https://www.freecycle.org/">https://www.freecycle.org/</a>



# NIH CULTURAL AND SOCIAL ACTIVITIES

## NIH SOCIAL ACTIVITIES

Some of the best resources for meeting people are right here at the NIH: the Postbac Committee and the NIH R&W clubs.

The **Postbac Committee** devotes a great deal of effort to community service. They also organize social events that will help you meet other postbacs.

**NIH R&W Association** provides NIH staff and trainees with fitness facilities, stores, and other benefits, and sponsors many social clubs. These clubs focus on activities such as biking, dancing, fencing, golf, hiking, martial arts, music performance, photography, sailing, skiing, softball, and Toastmasters. If you are looking to balance your scientific and career interests with something on the lighter side, visit the **R&W clubs and organizations webpage**.

## ENTERTAINMENT AT THE NIH

### MANCHESTER STRING QUARTET AT NIH

The **Manchester String Quartet**, made up of principal string players from the National Symphony, presents free monthly performances. Check the NIH events calendar (<https://calendar.nih.gov>) for dates.

### NATIONAL SYMPHONY ORCHESTRA AT NIH

FAES sponsors performances by the National Symphony Orchestra at NIH as part of the NSO Sound Health initiative, which brings orchestral music to area hospitals and medical centers. Please check the **FAES events calendar** for performance schedule.

### NIH COMMUNITY ORCHESTRA

The all-volunteer **NIH Community Orchestra** unites the musical talent of NIH employees, retirees, and community members for casual weekly rehearsals and three concerts per season.

### UNIVERSITY OF MARYLAND JAZZ ENSEMBLE

FAES welcomes the University of Maryland Jazz Ensemble, with a combination of guitar, piano, bass and percussion performing Bossa Nova, Latin, and Brazilian music as well

as classic jazz. Check the **FAES event calendar** for future performance dates.

### NIH PHILHARMONIA

The **NIH Philharmonia** is an all-volunteer orchestra established to play orchestral music from all genres in free concerts open to the public. The orchestra is open to enthusiastic new members experienced in orchestral playing at an advanced level. All interested musicians should contact [info@nihphil.org](mailto:info@nihphil.org).

### NIH CHAMBER SINGERS

The **NIH Chamber Singers** are a small group of men and women who enjoy singing all styles and genres of a cappella choral music.

### NERDS IN HARMONY

**Nerds In Harmony** is a co-ed a cappella ensemble comprised of scientists from Bethesda, MD. The group can trace its origins back to 2004 when some postbac fellows at the NIH started "IRTApella." Later, the group was renamed the Cytochromatics (a play on the cytochrome enzyme group and the chromatic scale). Finally, in 2010 it became the "Nerds In Harmony," a name representative of participants' passion for science and music. Nerds is composed of scientific trainees, fellows, and employees. They practice weekly and perform on the NIH campus and around Bethesda and DC. For information on joining Nerds In Harmony or scheduling a performance, email them at [nerdsacappella@gmail.com](mailto:nerdsacappella@gmail.com).

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